2019 Read to be Ready Summer Grant FAQ

General

I'm not receiving emails from the Read to be Ready account, and I would like to them. Who should I contact?

Double check that Read to be Ready emails are not accidentally being forwarded to your spam or junk inbox. We often send mass emails to all of our participating sites which may trigger a spam filter. You may need to speak to your district IT department for assistance in how to make sure you receive emails. If this is not the issue then please email Read to be Ready and request to be added to our email list. Please include your district, role, and any other pertinent information.

Budget Process

I completed a budget when I applied. Am I done?

No. The budget that you submitted to your district was a starting point and has not been approved by the Read to be Ready Team. You must now work with your district finance office to address any changes to your budget based on the amount of funding you received. Once this is complete your district finance office can enter the budget in ePlan for RTBR approval.

Why did I receive less funding than I requested?

In order to serve as many students as possible across the state, many applicants were awarded fewer students and therefore less funding for their camps. During the application scoring process, budgets were also reviewed to ensure that funds were being used effectively.

Is what I submit in ePlan final?

The ePlan system allows you to request reimbursement for up to 10 percent more than budgeted in an individual line as long as you remain within budget in the overall budget. However, if your expenses drastically change or if your district require that all changes go through ePlan, you are able to make revisions and budget amendments. Please note that budgets must go through multiple levels of district approval before they reach the RTBR team for final approval. We recommend going through the revision process as few times as possible as the approval can take multiple days.

What can I use grant funds to purchase?

The funds can be used to cover all camp expenses including: instructor pay, student transportation, food, instructional materials and supplies, field trip admission, family engagement, and books. Budgets must include a non-negotiable minimum amount of $220 in funding per student to cover books, materials, and enrichment experiences. Please review the permissible purchase list for more information. Emphasis should be placed on purchasing high-quality, interesting books for students that they may not have access to otherwise.

The grant will not fund electronics (computers, iPads, printers), clothing items (t-shirts, socks,

bandanas, hats), bags/backpacks, gift cards, appliances (toaster ovens, microwaves, ice cream makers), furniture, or plastic wristbands/lanyards. The grant will also not fund leveled reader text sets, pre- packaged curricula, or materials for year-round classrooms. Year-round materials include items such as easels and chart hangers, sitting carpet squares, and instructional materials that would stay in the classroom. This does not include items such as markers, paper, staples, etc. that will be used over the summer. Read to be Ready reserves the right to decline any purchase it deems ineligible.

Staffing

Are background checks required?
All instructors being counted as part of the 1:6 ratio, as well as program directors, must have a background check on file that has been completed in the past five years. Bus drivers and all other staff that may be alone with students will also need a valid background check.

Are first aid and CPR certifications required?
Each site must have at least one person certified in both CPR and First Aid. This person does not have to be a Read to be Ready instructor, but should be someone who will be in the building or on the premises during camp hours. This person can be someone who is working at a different camp that is being held in the building, an administrator, or other staff member.

Can I employ educational assistants or non-certified teachers?
Your camp may use educational assistants or non-certified teachers as part of your 1:6 ratio. For every one (1) non-certified teacher on staff you must have two (2) certified teachers. For example, if your site requires five teachers, you can hire one non-certified teacher and four certified teachers. However, in this scenario, you cannot have two non-certified teachers as there would only be three certified teachers on staff.

Who can I employ as a substitute teacher?
If your program director is not already teaching, he or she can act as a substitute teacher. If you need to bring in outside help you may use a different teacher from your school or anyone that your district would normally hire as a substitute during the school year. Substitutes should be offered additional support and be explained the vision and purpose of your Read to be Ready camp.

Making Changes

In my application I wrote that I was going on a specific field trip, but our plan has changed. What do I need to do?
When your district enters your budget in ePlan you will include information on the field trips

your camp plans on taking. If a change needs to be made after the budget and ePlan information is approved, please email Read to be Ready for additional approval of changes.

I need to change the location of my camp. What do I need to do?

It is important that the RTBR team know exactly where camps are held. If your location must change due to unforeseen issues, such as building construction or maintenance, please email Read to be Ready with the original location address as well as the new location address. Please make sure to include the application number in your email. All changes must be approved by the Read to be Ready team or funding may be withheld. If your change is approved we will update your camp monitor.

My program director has changed; what do I do next?

Please email Read to be Ready to let us know of these changes. It is imperative that we have the correct information as our main line of communication with camps is through the program director.

Camp Logistics

I was awarded X number of students but I'm having difficulty with consistent attendance. What should I do?

You should refer to your attendance and recruitment plan from your grant application proposal. If you have tried this and are still having difficulty you should contact your camp monitor. They will be able to help you brainstorm new methods and help you make any necessary changes.

What books should I purchase?

Librarians, book sellers, and the Read to be Ready lists are great resources for selecting a variety of recently-released books. The quality of the text is important because all students deserve access to the best books, and quality impacts their motivation to read. Also, students need to read great writing to develop and grow as writers themselves. The grant creates an opportunity to offer students access to books they may not normally see in classrooms, libraries, and doctors' offices.

My camp needs support with instructional practices and ideas. Who should I contact?

There are multiple resources that you can utilize for help with your camp. The Read to be Ready team is always available via email to assist you. Another great resource is your camp monitor. This experienced educator will visit your camp at least once over the summer to conduct a monitoring visit and write a monitoring report on your camp. They are also there to provide suggestions and support for improving your camp.

Camp will be providing meals and/or snacks to students. What resources are available?

All camps that meet FNS eligibility are also eligible to receive meals through a summer feeding program. Additionally, if you plan on purchasing snacks for your students we highly recommend that you refer to the USDA Smart Snack guide found here.

Important Fiscal/Budget Dates

- **January 29** –Recommended deadline to complete and submit ePlan actions for Winter conferences
  - Upload correct forms
  - Submit Budget
- **May-July**–Camps run (submit reimbursements)
- **June 30**–Fiscal Year 2019 ends, carryover process begins
- **July 31**—Last day to make purchases or incur expenses
- **August 1**–FY 19 Final Expenditure Report (FER) Due
- **September 27**–Final reimbursement request due
- **November 27**–All reimbursements must be processed